

**Board of Health Retreat  
October 9, 2008  
7:00am to Noon**

Bozeman Chamber of Commerce  
2000 Commerce Way

Breakfast to be served

<b>Purpose of meeting:</b>
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1. Review 2008 Work Plan
2. Update the Board's Work Plan for 2009 – 2010
3. Review proposed changes to the Health Code and direct staff to begin rewrite

**AGENDA**

**\*Facilitator – Earl Mathers, County CAO**

**Members present:** Brian Leland, Barbara Vaughn, Robin Cory, Eric Bryson, Laura Larsson, Berk Knighton, Buck Taylor, Bill Murdock, and Gretchen Rupp

**Deputy County Attorney:** Chris Gray

**County Administrator:** Earl Mathers

**Staff:** Stephanie Nelson, Tim Roark, Toni Lucker

**Public Comment on a non agenda item**

**Overview of agenda (7:00 to 7:15)**

Earl distributed & discussed the ground rules for the meeting and the creation of good objectives.

**Review 2008 Work Plan Report**

**GOALS**

1. HEALTH STATUS: Assess, plan & support public health prevention & promotion activities that would reduce the prevalence of infectious & chronic disease & unintentional injuries.  
**\*Prevention Alliance Subcommittee: Robin Cory, Laura Larsson, Buck Taylor**
2. ENVIRONMENT: Assure a safe & healthy environment  
**\*Water subcommittee consists of Gretchen, Barbara & Brian**  
**\*Air Subcommittee consists of Berk, Barbara & Laura & Brian**
3. GOVERNANCE: Improve the public health system through advocacy, policy development & regulatory responsibilities.

Board discussion resulted in agreement to place a period after “regulatory responsibilities”.

### **Additions or changes to the Status Report.**

Board discussion resulted in:

1. Change “unintentional death” to “unintentional injuries”.

### **Staff Recommendations**

Are these objectives central to the completion of the goal? Are the objectives manageable?

#### **Objective 1.3 - Assist in a system that supports non-English speaking individuals access to care and services.**

Staff recommended removing this from Board activities. Board discussion about CORA, **CORO**, which is an organization addressing issues important to Spanish-speaking individuals. The Board agreed to **remove this objective**.

#### **Objective 1.4 - Administer public health prevention contracts with accountability.**

Accomplished and on-going. Discussion about contract review with Chris Gray. There is a process for these annual contracts that are part of master contracts. The Board agreed to **remove this objective**.

#### **Objective 2.3 - Update Health Code Chapter 2 – Local Food Service Establishment Rules**

Staff suggests moving this objective from environment to governance. Board agreed to **move the objective to governance**.

#### **Objective 3.1 - Identify and formalize methods to ensure advocacy and policy development based on science, law and community values.**

#### **Objective 3.2 - Enhance communication with the public and public health system partners.**

Staff recommends that both objectives are incorporated into the kinds of work the Board is working on, i.e., air quality, etc. Suggested setting aside.

Board discussion: Short list of operating principles between goals and values; feels already incorporated in the essential services of the Board; feels objective 3.1 is the creation of the committees. The Board decided to **re-write these two objectives**. Regarding objective 3.2 in an event, protocols are needed, which are already in place. Board subcommittees have elements of the two. Does the Board want to be policy makers or doers?

#### **Objective 3.3 - Continue to improve oversee public health emergency response.**

Staff suggested that this objective be reported to the Board annually. Board discussion: This objective is part of goal #1; agrees with an annual report from staff; staff leadership with this objective was acknowledged. Stephanie reminded the Board that the authority to move forward in an emergency is with the Board. (What is the board's role in a public health emergency?) Board agreed to **re-write this objective.**

**Objective 3.4 – Create a work environment conducive to providing effective and efficient services and the retention of employees.**

The Board agreed this objective is completed with the move so **remove.**

## **Update the Work Plan**

### **1. Health Status Objectives**

CURRENT:

**Objective 1.1 - Create a Prevention Alliance**

Board discussion.

**NEW:**

**Objective 1.1 - Support & sustain a Prevention Alliance**

- Determine ratio of school students to nurses and compare w/other jurisdictions to evaluate if there is a need for more school nurses.
- Infectious disease

The Board discussed a process to create new objectives at the subcommittee level and bring back to Board.

CURRENT

**Objective 1.2 - Develop a community health plan addressing prevention priorities.**

**NEW:**

*Move this objective to an initiative under 1.1*

### **2. Environment Objectives - AIR**

CURRENT

**Objective 2.1 - Explore policy & programmatic issues related to aq in the face of growth.**

**NEW**

**Objective 2.1 - Explore the creation of an air quality district**

Board discussion about reviewing DEQ & continuous monitoring data; note problems, trends and communicate to public.

**Objective 2.2 - Develop process for information dissemination to the public**

Board discussion: what are we going to do with the data, keeping in mind the objectives are linked to the goal. Who's going to do it and in what form? Resources? What is the public health response to the data. Board editorials. Objectives 3.1 & 3.2 discussed here.

Board discussion resulted in a subcommittee will be responsible for this objective and by when?

#### **CURRENT - WATER**

#### **Objective 2.2 - Explore regulatory & policy options that would assure safe & available drinking water & high quality surface water.**

Board discussion and rewrite of the objective:

#### ***NEW***

#### ***Objective 2.2 - Explore regulatory & policy options that would assure safe & available drinking water & high quality surface water, including but not limited to a local water & sewer district.***

#### ***Explore the creation of appropriate local government authority.*** (initiative?)

Discussion – As a collaborative group (w/planning board...), this initiative would be completed.

LWQD is collecting data regarding water use beyond what staff is doing. The Board discussed completing a whitepaper as a first step then deciding on a direction from that.

#### ***(Objective to add)***

#### **Objective 2.3 Explore funding opportunities.**

Board discussion on many issues including the expansion of the current water district, which is in the process; the policy-making authority of the Board, and; the complicated issue regarding water due to the many overlapping agency jurisdictions involved in water policy.

Tim reported on the status of the water & wastewater database, which is moving forward and being combined into one GIS layer, so now the location of the systems and the contact information are known. The Board continued discussion about system monitoring & communication, the desire of the Board to have a prevention/proactive role, to move towards addressing those systems that fall between the cracks (initiative 2.2c was referred to), and exploring a county-wide water & sewer district (the re-write of initiative 2.2a was mentioned).

LWQD is collecting more extensive data regarding water use. The Board discussed writing a whitepaper as a first step then a direction could come from that. Explore funding opportunities.  
(Brian & Bill left at 9am)

### **3. Governance Objectives**

#### **CURRENT**

**Objective 3.1 - Identify & formalize methods to ensure advocacy and policy development based on science, law and community values.**

**Objective 3.2 - Enhance communication w/the public & public health system partners**

The Board discussed these objectives that are more like guiding principles for how the Board subcommittees do business. The vision & mission statement was looked at although they have not been updated for 11 years.

**Objective 3.3 - Continue to improve public health emergency response.**

The Board discussed this objective as a policy statement. Because of the update to Title 50, discussion on having Board training regarding public health emergencies;

#### ***NEW***

***Objective 3.1 - Codify a set of guiding principles that govern the work of subcommittees and the BOH as a whole. (see the current 3.1 & 3.2) (Draft by Steph includes Sunshine Law; Chris vetts)***

This ensures consistency between all subcommittees' work; the how you do things; formalized, contemporary principles that ensure transparency; official subcommittee meetings posted to the public;

***Objective 3.2 - Oversee & support the efficacy to improve public health emergency response.***

***Objective 3.3 - Update Health Code***

#### **PROPOSED INITIATIVES**

- Create a Health Code Review Subcommittee
- GCCHD Health Code will be compliant with state regulations & BOH directives.
- Evaluate the GCCHD Health Code fee structure annually to ensure that it reflects true costs of services to perform program activities.

Board discussed the fee structure. The newly written Objective 3.3 was discussed and the Board agreed that the other 2 objectives would be re-written as initiatives.

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### **Parking Lot**

- Committee work role & responsibility
- Ensure that initiatives are funded.

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### **Break**

Eric left the meeting at this point.

### **Discuss proposed changes to the Health Code, provide staff direction and identify subcommittees**

The Health Code re-write committee to be created. A motion is needed from the Board directing staff to move forward.

Discussion:

- Chris suggested (1) amending the variance procedure (the list of variance findings) to streamline decisions and including it in the code, and (2) State law, Title 50, has changed and its impact needs to be included in the Code, i.e., Chapter 1.
- Tim summarized for the Board the customer feedback and outreach programs initiated by EHS from which trends and industry feedback is collected. (10:05am Brian returns).
- The last chapter and fee schedule updates occurred in 2004 for septic and 2003 for food. Tim referred to the 511 clause in MCA where the Board can be more stringent than the regulations; however there is a process that must demonstrate the need.
- Tim presented the Health Code re-write process: The subcommittee sees what is proposed to be changed and the reasons why, upon agreement it is then presented to the complete Board. The Board moves that the changes are ready for public review and comment. For the regulated industries, the information they provided from the surveys or feedback meetings are also considered. Two public hearings are held. A minimum of 30-days and the changes become effective.

Questions: The Board discussed having a regulated industry person(s) on the subcommittees as a way to offer involvement. Chris advised that the subcommittee meeting is public noticed and inviting regulated industries to participate at the public meeting is an option. Information will be posted on the web.

**Motion:** Buck made a motion to direct staff to move forward on preparing draft proposals for existing and new chapters of the Health Code and to form subcommittees.

**Second:** Brian seconded the motion.

**Vote:** The motion passed unanimously.

**Roll Call:**

Gretchen Rupp – yes  
Bill Murdock – absent (he left at 9am)  
Brian Leland – yes  
Eric Bryson – absent (he left at 9:45am)  
Buck Taylor – yes  
Robin Cory – yes  
Laura Larsson – yes  
Barbara Vaughn – yes  
Berk Knighton – yes

Subcommittee volunteer process moved forward. Tim suggested two committees for Chapters 2 & 4 and Chapter 3.

**Chapter 2: Food Establishment & Chapter 4: New Untitled Chapter for misc programs**

**Motion:** Gretchen made the motion for the Prevention Alliance subcommittee (consisting of Laura, Robin & Buck) to address the Chapter 2 re-write & the addition of Chapter 4.

**Second:** Brian seconded the motion.

**Vote:** The motion passed unanimously.

**Roll Call:**

Gretchen Rupp – yes  
Bill Murdock – absent (he left at 9am)  
Brian Leland – yes  
Eric Bryson – absent (he left at 9:45am)  
Buck Taylor – yes  
Robin Cory – yes  
Laura Larsson – yes  
Barbara Vaughn – yes  
Berk Knighton – yes

**Chapter 3: Wastewater**

**Motion:** Brian made a motion for the Public Water committee (consisting of Brian, Gretchen & Barb) to be in charge of Chapter 3 re-write.

**Second:** Buck seconded the motion.

**Vote:** The motion passed unanimously.

**Roll Call:**

Gretchen Rupp – yes  
Bill Murdock – absent (he left at 9am)  
Brian Leland – yes  
Eric Bryson – absent (he left at 9:45am)  
Buck Taylor – yes

Robin Cory – yes  
Laura Larsson – yes  
Barbara Vaughn – yes  
Berk Knighton - yes

### **Fee Schedule:**

Board discussed the fee change process. Changes to the fee schedule can be made at a regular Board meeting.

Justification.

Tim discussed the cost for services as hours spent. A software package already tracks time by program, activity and service. This does not include cost for travel, will also be presented to the Board. The goal is to be revenue neutral. For instance, the 4-hour ServSafe classes are offered for \$20. It takes 12 people to a class in order to be revenue neutral but the many classes are smaller. The philosophy is to educate and communicate with an industry considered to be the highest risk to public health. Staff will make recommendation of needs.

Tim also discussed the upcoming legislative initiative in process that may affect fees (increasing fees) for food establishments. AMPHO is looking at moving fees out of statute and into the Rules. The goal is local control over fees. Stephanie is concerned about the available revenue budgets and is looking for cost effectiveness, besides revenues

Chapter 4 is codifying inspections for pool, spas and tattoos inspections. There is the ability to redirect resources to solve some of the revenue generating issues.

## **October Board meeting**

Agenda Items:

- Proposed fee increases
- DPHHS, Jane Smilie & Steve Helgersen, presentation:  
Status of county BOH, funding & data of resident health status, update on food & consumer safety study group, pandemic influenza update, legislative session, voluntary accreditation program and learning grant.

Bob Jeffries' presentation on the chemical mass study will come at a later date.

Barb will be out of town 21<sup>st</sup> – 25 so will not be at the next Board meeting.

**Closure** at 11am